MVAC MINUTES – JUNE 11TH

MVAC Meeting was held at Community College of Denver's North Campus. Scott Madsen got the show on the road at 9:00 AM.

In Attendance: Bob Giovanni - Fleet, Bob Schley – Fleet, Larry Wegrzyn – Fleet, Scott Madsen – Fleet, Ken Hausauer – Fleet, Brad Piede – Fleet, Cher Threlkeld – DOW, Dave Monson – DOC, Michael Stadler – DOHE UNC, Denise Gomez - DPA IDF Mail, Russ Wilcox - DOHE CU Colorado Springs, Beth Ann Wieder – DOT, Mary Anne Kramer – CBI, Carol Hoisington – DOT, Patti Torres – DOLE, Bryan Flansburg – CU Boulder, Karen Griggs – CSP, Roger Friedrich – DOHS, Karen Neuschwanger – DOT, Mercedes Schwall – DONR Parks, Nestor Lujan – DOR.

Updates

Rates
- Management fees will remain unchanged.
- Last years variable rates came up approximately $400,000 short.
- A 10% rate increase would have been necessary to cover Fleet costs for FY03.
- Rates represent a 6.3% increase over the entire fleet; some agencies will be over and some will be under that %.
- Actual Costs serve as a base for establishing FY04 rates.
- Rates are based on estimated 74 million miles in FY04.
- Maintenance costs are expected to increase this year, while fuel costs are forecast to remain at current levels.
- Fleet had fewer replacements in FY03 and will receive zero replacements in FY04 except for CSP.
- Rates are still subject to further approval and change. Current rates reflect DPA evaluation and must be viewed as preliminary.
- Rates will be based on Class rather than Body Code.

Utilization
- Currently there are193 underutilized vehicles in the fleet, some of which are part of the 10% reduction. These vehicles go on a list that is given to JBC. Last year there were 39 underutilized vehicles. We need to make sure that the current codes and mileages are correct. Hopefully the actual year-end number will be much lower and demonstrate to the JBC that it is manageable.
- 4-5 months into the FY, check your utilization schedules.

Utilization tool – This tool uses data downloads from CARS to a spreadsheet that will red flag underutilized vehicles. Copy and Paste the new raw data each month onto the template to project over/under utilization.

Turn-in Schedule
- If turn-ins are not turned in by June 20th, then wait until after the start of FY04 to turn them in.
- With the limited amount of lot space, we are asking that agencies stagger turn-ins.
- Schedule turn-ins with Larry; transportation will be provided and SFM will pay for this, if necessary.
- Turn in your lesser needed vehicles first, and your more vital vehicles later on.

Seasonals
- Many of the turn-ins are coming back in poor condition, which is good because it keeps the fleet in better condition, but with the lack of new vehicles coming in the front door, the condition of seasonal vehicles is suffering.
- Initiated the AVA – Alternative Vehicle Acquisition. Method of acquiring vehicles with either short-term leases or buying used vehicles that we sell at the end of use. There is not a statute in place to prohibit this, but the budget would be affected.
- SFM is negotiating with Correctional Industries and the state procurement office to establish acceptable procedures and rules for audit compliance purposes.

Uneconomic Repairs
- SFM needs to be more flexible with "denied repairs" because of the reduction in the fleet. SFM wants to avoid the term "denied repairs" as it implies we are making the decision for the Agency.
- Fleet and the agency need to identify these vehicles, discuss alternatives, but leave the final decision up to the agency.
- AVA may become a tool to assist with filling gaps when it's uneconomical to repair a vehicle, but a vehicle is still needed.

Operations

SMM Vehicles (Special Mobile Machinery)
- DOR is disallowing the SMM licensing of gas powered vehicles (GEM's and NEV's are still OK)
- Further investigation needs to be done with DOR to determine why they are disallowing these vehicles, and to see if DOR will grandfather the previous vehicles that they did license. SFM supports grandfathering.

Section Creation
- Agencies are requested to submit all corrections, renaming and modified "sections" for CARS ASAP to eliminate data inconsistencies.
- Changes are not prohibited, but try to use same sections for the entire FY.
- Identify a person to authorize these section changes.

<u>Web Mileage Log Testing</u>
- Is ready for live testing
- 3 volunteers set up for testing this month to find flaws and get feedback
- Should be ready for FY04.

<u>Web Interface to CARS</u>
- User ID and Password will be the same as CARS and the interface will mirror CARS setup.
- Allows you to enter odometers and get the vehicles current PM schedule
- Current PM schedule will tell you what services are due/overdue based on mileage entered.
- Can be entered as often as you want.
- Will make data/odometer downloads into Excel available to sort, filter, print reports, and create charts and graphs.
- Has the same security as CARS. Read only is available to everyone, but still need a user ID and password.

<u>WEX Online Read-Only Reports/Purchase Alerts</u>
- We can give access to Read Only reports for each department.
- Reports are not broken down into Division/Section.
- Fleet needs a list of people who plan on using this to submit to WEX for user ID and password setup.

Discussion
- New Web Advisory Committee proposed to collect and prioritize web enhancements and features.
- Concern was expressed over DOR's continued failure to send registrations to each agency.